



# UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

## ORIGINAL

ForO 5503.2A

G6/CMS

9 SEP 1997

### FORCE ORDER 5503.2A

From: Commander  
To: Distribution List

Subj: EMERGENCY ACTION PLAN (EAP) FOR COMMUNICATIONS SECURITY  
MATERIAL SYSTEM (CMS)

Ref: (a) CMS 1 (NOTAL)  
(b) OPNAVINST 5510.1H  
(c) NAVSECGRUINST 2280.1D

1. Purpose. To provide instruction relative to the handling of CMS in the Marine Forces Reserve (MARFORRES) Headquarters under emergency situations per the references.

2. Cancellation. ForO P5503.2.

### 3. Concept

a. The ultimate reason for all security measures is to prevent unauthorized access to classified and cryptographic information. The possibility of unauthorized access is increased during times of emergency. However, the life and safety of personnel is paramount and security considerations are secondary.

b. This Order contains instructions and information regarding action to be taken to protect classified and cryptographic information and materials in the event of imminent emergency.

### 4. Discussion

a. There are two types of emergencies which can arise. The first is casualty emergencies, defined as aircraft crashes, vehicle crashes or other accidents, and the second is natural disasters, defined as fires, floods, tornadoes, hurricanes, tidal waves, or similar acts of God.

b. A casualty emergency or natural disaster would not normally bring with it an attempt by hostile forces to capture cryptographic material. Planning and actions should be directed to maintaining control over the material until the emergency has passed, or perhaps to moving the most sensitive material to a safer area.

**Jeff A Terry**

06/05/97 09:04 AM

To: Stephan O Vidaurri/G-6/MARFORRES, Roy R Mccann/G-6/MARFORRES, Joseph Lavilla Jr/G-6/MARFORRES  
cc: Leroy Crenshaw/G-6/MARFORRES  
Subject: JUN ANNUAL REVIEW

**CMS ACTION NLT COB 13 JUNE. JT**

----- Forwarded by Jeff A Terry/G-6/MARFORRES on 06/05/97 08:57 AM -----

Celeste Stokes

06/04/97 11:01 AM

To: Leroy Crenshaw/G-6/MARFORRES@MARFORRES, Jeff A Terry/G-6/MARFORRES@MARFORRES  
cc: Natarsha P Williams/G-1/MARFORRES@MARFORRES, Roderick V Robinson/G-1/MARFORRES@MARFORRES  
Subject: JUN ANNUAL REVIEW

4 JUN 97  
(DATE)

**MEMORANDUM**

From: MARFORRES Directives Control Point (DCP), Adjutant  
To: G-6

Subj: REVIEW OF COMMAND ISSUED DIRECTIVE(S)

Ref: (a) MCO P5215.1G

Encl: (1) ForO 5503.2, 9 JUN 95, IN NOTES

1. The enclosure(s) are forwarded for review per the reference.
2. If a change or revision is required, it must be provided within 10 days. If additional time is required, notify the DCP at ext 6830/6831 of the anticipated completion time.
3. The review must be completed and this form returned to the Adjutant section no later than COB on 13 JUN 97.

SSgt C. STOKES  
(SIGNATURE)

10 June 97  
(DATE)

From: MSGT R R Mccann  
To: MARFORRES Directives Control Point (DCP), Adjutant

1. Returned. The enclosure(s) have been reviewed and the following information is provided:

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c. When an emergency occurs, there are two courses of action possible for the protection of classified material:

(1) Emergency Protection Action. This would include securing all publications and material (keylists, comsec equipment, etc.) to be, or being stored in safes, and the safes locked. The following is a general guide for securing classified material held in the CMS area.

(a) Shut down all crypto equipment and secure all power to the CMS area.

(b) All crypto keylists and publications will be put in designated safes.

(c) All communication publications will be put in designated safes.

(d) Make sure that all security containers holding classified material are locked.

(e) Armed guards will be posted when, and where appropriate, upon direction of competent authorities.

(2) Emergency Removal Action. In the event of fire, material should be removed in a systematic manner and every effort should be made to prevent viewing of the material by unauthorized persons. Material removed may be placed under armed guard, as directed, in an area where physical security can be maintained. Any attempt at removal must be made simultaneously with efforts to extinguish and control the fire. The removal should not interfere with fire fighting or subject personnel to unnecessary danger. Places to be considered for storing material are the Classified Material Control Center (CMCC) and all Secondary Classified Material Control Points (SCP). If removal of classified material should become necessary, MARFORRES Headquarters Battalion Training should be contacted to request a van be brought to the front of building 601.

5. Initiation. As a general rule, the Commander, MARFORRES or his designated representative will order the EAP implemented when it is determined that the forces and facilities at his disposal are inadequate to protect the CMS material from impending loss. Should conditions prevent contact with the Commander, MARFORRES, the senior officer present or Command Duty Officer (CDO) is authorized to initiate the EAP without awaiting specific orders. The exercising of individual initiative in preparing for emergency action at all levels of command, is desired.

6. Execution

a. Upon learning of possible implementation of the EAP, the following personnel will take appropriate action:

(1) Security Manager. The Security Manager will be responsible for ensuring the EAP is implemented and will monitor the progress. The Security Manager will advise the Commander, MARFORRES or Chief of Staff, as appropriate, of the EAP's progress.

(2) CMS Custodian. The CMS Custodian must be aware of the possible requirement for removing CMS material/equipment at all times, and be prepared to advise the Security Manager as to the best course of action to be taken. When directed to remove classified equipment/material to a more secure area, all designated personnel will immediately report to the CMS Custodian at the G-6 area in Building 601, 4th Floor. If a sufficient number of personnel are not available, the MARFORRES Chief of Staff will be so advised and requested to make additional personnel available immediately. Regardless of the location to which the equipment/material is removed, the CMS Custodian will ensure an inventory is taken, listing all items by short title, serial number, and quantity. The Commander, MARFORRES or the Chief of Staff will be periodically advised of the progress of the operation.

b. This EAP is applicable to each section holding CMS material/equipment. Security containers shall not have external markings which indicate the level of classified information stored within.

c. All Personnel Concerned. Personnel having CMS material in their personal custody will ensure items in their charge are disposed of per the written instructions provided by the CMS Custodian at the time of issue.

d. Emergency Removal and/or Protection

(1) Should competent authority decide to implement removal or securing of CMS material/equipment, execute the instructions of the emergency disposition cards for that option only, and inform the CDO when the appropriate plan has been completed. The CDO will immediately notify the Security Manager and the CMS Custodian once the decision has been made to remove classified material/equipment.

(2) In the event of fire or insecurity of individual space(s), remove cryptographic material from the space to the CMS area, or other secure space, in accordance with the situation, and as may be directed by the Security Manager.


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(3) The important factors to consider in the event of a fire in a space containing classified information are:

- (a) Safety of personnel.
- (b) Prevention of damage to cryptographic material while maintaining physical security.
- (c) Preservation of as much of the classified material as possible.
- (d) Removal and subsequent protection of classified material under adequate control and guard.
- (e) Continual observation of the area until re-entry can be effected.
- e. Personnel executing the EAP should possess a clearance level equal to the highest classification of material they will be handling except under extreme circumstances, ensuring that Two-Person Integrity is maintained at all times.
- f. Ensure that a post-emergency inventory of classified material and CMS material/equipment is completed and that any losses or unauthorized exposure is reported in accordance with reference (a).

7. Emergency Action Drills. Emergency Action Drills will be conducted on an annual basis to determine if the EAP is up to date.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
D. R. SELVAGE  
Chief of Staff

DISTRIBUTION: A1